



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California Master Price Agreement User Instructions

CONTRACT NUMBERS:	Various
CONTRACTOR:	Various
PRODUCTS/SERVICES:	MULTIFUNCTIONAL COLOR COPIERS AND MAINTENANCE
CONTRACT TERM:	Various through 8/09/2011
DISTRIBUTION LIST:	POSTED ELECTRONICALLY ON DGS/PD/MASTER AGREEMENT/INTERNET WEB PAGE

The most current User Guide and State of California General Provisions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following User Guide and California General Provisions.

1. **OVERVIEW**

The purpose of this Master Price Agreement is to provide a purchasing vehicle for Multifunctional Color Copiers and Maintenance for all State Agencies and local government agencies, which is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110.

While the State of California makes this Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this Master Price Agreement is consistent with its procurement policies and regulations.

Original Signatures on File

Skip Ellsworth, Manager, Multiple Award Program

1/8/08

Effective Date

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2. STATE OF CALIFORNIA, PROCUREMENT DIVISION, CONTACT

Department of General Services, Procurement Division
Multiple Award Program
707 Third Street, 2nd Floor
West Sacramento, CA

Contact: Bonnie Bahnsen
Phone: 916/375-4383
Fax: 916/375-4663
E-Mail: bonnie.bahnsen@dgs.ca.gov

3. CONTRACT INFORMATION

See Attachment A for list of awarded contract and contract Terms and Conditions.

4. BASE CONTRACT

This Master Price Agreement is based on some or all of the products and/or services and prices from the University of California Strategic Sourcing Agreement:

- Ricoh Americas Corporation - # 708/OP/010
- Xerox Corporation - #708/OP/011

A copy of the actual University of California Strategic Sourcing Agreement is available on the Internet at:

<http://www.pd.dgs.ca.gov/masters/MultifunctionalColorCopier.htm>

5. Contract Term

The contract term for the California Participating Addendum is various through 8/09/2011.

6. GUIDELINES/RULES

- a. Ordering state agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, California Acquisition Manual and California Codes.
- b. State and local government agency use of this Master Price Agreement is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, K-12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the University of California program is consistent with its procurement policies and regulations.

7. DOLLAR THRESHHOLDS (Local Governments are Exempt)

- Master Price Agreement Program Limitation: Unlimited.
- All orders are subject to most current Management Memo (Currently MM 07-10 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued.
- All Master Price Agreement orders over \$250,000.00 must be reported to DGS/PD within 5 working days of execution using the Notice of Contract Award (NCA). Approval by the department's Agency Secretary and Department Director or immediate next ranking official must be secured on the order and must be an original signature. The location on the order for the signatures is up to each individual ordering entity. A copy of the NCA must be retained in the procurement file. (Applies to IT only)

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- For all orders under this contract, the ordering agency is not required to obtain three quotes. For State Agency orders exceeding \$500,000.00, the ordering agency must have DGS approval prior to issuance of the purchase order.

Go to DGS/PD web site www.dgs.ca.gov/pd to obtain a copy of the most current Management Memo (currently MM 03-10 and MM 07-10), or whichever Management Memo is in effect at the time a purchase order is issued. Exempt entities are not subject to these order limits

8. PRICING

Agencies should contact the contractor to see if there is a large quantity discount available. Additionally, educational discounts may be available for educational entities. Please contact the contractor for additional information. See Attachment B for pricing.

9. EXECUTING THE PURCHASE ORDER

THE MASTER PRICE AGREEMENT CONTRACT NUMBER MUST BE SHOWN ON THE PURCHASE ORDER.

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.osp.dgs.ca.gov/pdf/std065.pdf>

The ordering agency defines the project scope to determine which goods and related services are needed, **and checks the electronic catalog for pricing.** Then the ordering state agency completes a Form 65 (Contract/Delegation Purchase Order), including all pertinent information for each individual order issued against the Agreement and sends the Form 65 to the selected Contractor. NOTE: CAL-Card (procurement card; i.e. visa) orders are also accepted.

As a hard copy catalog is not available, you must print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order and retain this in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

10. ON-LINE ORDERING

Contact the supplier representative to discuss setting up an online ordering website for your agency. State agencies must still provide a copy of the ordering document to the Department of General Services, Procurement Division. If using a CAL-Card, a copy of the on-line order acknowledgement must be sent in place of the ordering document. **THE AGENCY BILLING CODE MUST BE INCLUDED ON EITHER DOCUMENT (Local Governments are Exempt).**

11. PURCHASE ORDER DISTRIBUTION

For state agencies, copies of the STD. 65 with original signatures, or if using the CAL-Card, copies of the order acknowledgement, must be sent to the Contractor, State Controller and Department of General Services, Procurement Division. For local agencies, copies of purchase orders are not required.

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Department of General Services
Procurement Division
Data Entry Unit-Second Floor North
P.O. Box 989052
West Sacramento, CA 95798-9052
IMS: Z-1

State Controller's Office
3301 C Street, Room 404
Sacramento, CA 95814
Attn: Audit Unit

12. PAYMENTS AND INVOICES

a. Payment Terms

See Master Price Agreement Contract Information (Attachment A) for Payment Terms.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

Local government agencies may make payments according to their statutory requirements.

b. Payee Data Record (Std. 204)

Each state accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

13. TERMINATION

Any State or Local agency may terminate any order against this agreement upon 30 days notice provided the products or services have not already been accepted. This does not affect the termination clause of the Master Price Agreement concerning failure to perform or upon mutual consent.

14. DGS ADMINISTRATIVE FEE

The agency will not be charged the DGS Administrative fee and agencies will not be invoiced by the contractor for the use of this contract.

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ATTACHMENT A

CONTRACT ORDERING INFORMATION

Contractor Name	Ricoh Americas Corporation
Contract Number	5-07-36-01
Contract Term Dates	10/10/2007 through 8/09/2011
Master Price Agreement	http://www.pd.dgs.ca.gov/masters/MultifunctionalColorCopier.htm
CA General Provisions	http://www.pd.dgs.ca.gov/masters/MultifunctionalColorCopier.htm
CA Participating Addendum	http://www.pd.dgs.ca.gov/masters/MultifunctionalColorCopier.htm
Ordering Address	6100 Center Drive, Suite 650 Los Angeles, CA 90047
Contact	Leon Townsend Jr.
Phone	323-630-2648
Fax	415-520-0912
Email	leon.townsend@ricoh-usa.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://www.pd.dgs.ca.gov/masters/MultifunctionalColorCopier.htm
Contractor Ownership Information	Ricoh Americas Corporation is a large business enterprise.
Payment Terms	Net 45 days
FEIN	22-2783521
California Seller's Permit	Ricoh Americas Corporation's California Seller's Permit No. is 30676661 . Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov
CAL-Card Accepted	Ricoh Americas Corporation accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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CONTRACT ORDERING INFORMATION

Contractor Name	Xerox Corporation
Contract Number	5-07-36-02
Contract Term Dates	12/21/07 through 8/09/2011
Master Price Agreement	http://www.pd.dgs.ca.gov/masters/MultifunctionalColorCopier.htm
CA General Provisions	http://www.pd.dgs.ca.gov/masters/MultifunctionalColorCopier.htm
CA Participating Addendum	http://www.pd.dgs.ca.gov/masters/MultifunctionalColorCopier.htm
Ordering Address	2485 Natomas Park Drive, Suite 250 Sacramento, CA 95833
Contact	Erica NaRanong
Phone	916-689-8246
Fax	n/a
Email	erica.naranong@xerox.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://www.pd.dgs.ca.gov/masters/MultifunctionalColorCopier.htm
Contractor Ownership Information	Xerox Corporation is a large business enterprise.
Payment Terms	Net 45 days
FEIN	16-0468020
California Seller's Permit	Xerox Corporation's California Seller's Permit No. is 98040852 . Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
CAL-Card Accepted	Xerox Corporation accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.